

EDITED TASK LISTING

CLASS: MEDICAL TECHNICAL ASSISTANT

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Conduct basic physical assessment, record findings and make referrals for appropriate treatment
2.	Take and record portions of medical history
3.	Determine and record patient height, weight, temperature, pulse, respiration and blood pressure; listen for lung and breath sounds
4.	Obtain lab specimens, e.g., blood, tissue and urine samples
5.	Take and record visual and auditory acuity measurements
6.	Clean and dress superficial injuries
7.	Participate in the evaluation of patient needs
8.	Assist physicians in a clinical setting, e.g., physical exams, minor surgeries, casting, etc.
9.	Assist physicians by identifying minor illnesses, e.g., upper respiratory infections, infections, injuries, etc.
10.	Assist mental health professionals by contributing to the treatment planning process and the formal evaluation of patient progress by monitoring and recording patient behavior
11.	Participate in the training of patients in activities of daily living
12.	Assist in routine physio- and hydrotherapy treatments, e.g., simple range of motion, minor musculoskeletal injury, crutch walking, heat and ice treatments, whirlpool, etc.
13.	Chart patient medications
14.	Assist pharmacist in the packaging of medications
15.	Prepare and administer prescribed oral and injectable medications
16.	Prepare and administer intravenous fluids
17.	Prepare and administer prescribed inhalation treatments with hand-held nebulizers and IPPPB
18.	Issue over-the-counter medications upon request from an inmate
19.	Assist in the administration of prescribe, involuntary, injectable medications per departmental procedure
20.	Monitor inmates while they are confined in the institutional infirmary or hospital
21.	Perform bedside nursing procedures
22.	Administer pre- and post-operative nursing care
23.	Maintain current bed and bed designation of each inmate assigned to the ward
24.	Determine hospital/infirmary bed designation based on medical, psychiatric and/or custodial information
25.	Observe, monitor and document behavior compliance during 5-point restraint
26.	Report to medical staff and/or supervisors any information received concerning possible crisis situations
27.	Notify supervisors of potential emergencies or hazards
28.	Direct actions of staff arriving to assist in emergency situations

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29.	Triage medical emergency and trauma victims
30.	Prepare a trauma victim for transport
31.	Apply first aid in emergency situations
32.	Apply first aid after use of chemical agents
33.	Observe reactions to and offer first aid treatment for an inmate shot by a taser
34.	Administer cardiopulmonary resuscitation in cardiac emergencies
35.	Drive and/or escort emergency vehicles within the facility
36.	Watch for indicators of potential suicide
37.	Take emergency steps to prevent inmate suicide
38.	Obtain regular or emergency medical, psychiatric or dental assistance for inmates
39.	Conduct on-the-spot crisis intervention
40.	Make appropriate referrals for inmates with unresolved problems to counseling or psychiatric staff
41.	Report or record inmate complaints or injuries
42.	Observe inmates who may be suffering from mental or emotional disorders and document findings
43.	Observe inmates for indications of signs or symptoms of alcohol or drug abuse and document findings
44.	Observe inmates suffering from alcohol or drug withdrawal, act accordingly and document findings
45.	Recognize behavioral characteristics of a violent offender
46.	Recognize and respond to the special needs of the disabled inmate
47.	Perform EKGs and pulmonary function tests
48.	Participate in patient treatment programs
49.	Prepare patients receiving specialized treatment administered by health care providers
50.	Clean and set up equipment for surgical and/or therapeutic procedures
51.	Serve as a member of the interdisciplinary team in providing both clinical and custodial information to its members
52.	Conduct physical or sanitation inspections
53.	Properly manage bio-hazardous waste and/or hazardous materials
54.	Inspect premises for contraband, safety and security
55.	Conduct thorough search of living units and their contents
56.	Search inmates for contraband to provide safety and security
57.	Conduct clothed and unclothed body searches
58.	Identify and seize contraband and/or evidence
59.	Escort inmates within the security perimeter
60.	Transport inmates to outside facilities
61.	Supervise inmate conduct/behavior
62.	Supervise and instruct inmates

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63.	Account for location and status of inmates
64.	Locate inmates not appearing at their scheduled appointments or activities
65.	Monitor inmates behavior while they are confined in the institution clinics
66.	Call communication/control center to inform them of inmate movement
67.	Distribute call-out slips and special passes
68.	Supervise and give direction to inmate workers
69.	Protect and maintain the safety of persons and property
70.	Maintain security of equipment and supplies
71.	Maintain order
72.	Interview or otherwise gather information from inmates concerning conflicts or disruptive situations
73.	Verbally attempt to separate two fighting inmates individually
74.	Resolve conflicts between inmates verbally
75.	Report or record inmate complaints or grievances
76.	Gather information from inmates about conflicts and personal problems
77.	Participate in controlling riot activities
78.	Activate the alarm system to alert all staff in the event of an emergency
79.	Respond to, dispatch, or request help in emergencies or disturbances within the facility
80.	Evacuate inmates from area or facility during an emergency
81.	Replace and/or assist other custodial staff in emergency situations
82.	Observe and record inmate behavior while on suicide watch
83.	Observe and record inmate behavior and findings during a keister watch
84.	Deliver Miranda Rights warnings
85.	Appear in court and testify if required
86.	Run to the scene of a disturbance or emergency
87.	Run up or down stairs
88.	Apply restraints
89.	Physically separate two fighting inmates with help from other staff members
90.	Physically subdue or restrain a violent inmate with the help of another staff member
91.	As a last resort, attempt to physically subdue or restrain a violent inmate individually until help arrives
92.	Move resistant inmate with assistance from other staff members to their room or other place of destination
93.	Defend yourself against an inmate who may be armed with a weapon
94.	Use weaponless defense tactics
95.	Use side-handle baton when necessary
96.	Use firearms when custody staff require assistance/when necessary

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97.	Carry, lift, drag, push or support heavy objects (e.g., disabled or unconscious inmates, equipment, etc.)
98.	Operate difficult-to-operate gates, doors or locks manually
99.	Help carry people on a stretcher
100.	Prevent inmates from damaging themselves during medical emergencies, e.g., insulin reaction, overdose, seizure, psychotic behavior, etc.
101.	Walk or stand for long periods of time
102.	Perform duties under prolonged exposure to inclement weather conditions
103.	Load and/or unload supplies, materials and equipment
104.	Distribute or remove inmate food trays
105.	Watch for indications of illegal activity or disturbances in relative darkness and/or in normal lighting
106.	Visually detect weapons or contraband
107.	Identify and respond to electronic alarms
108.	Identify potential riot situations
109.	Qualify on the firearms range
110.	Read facility rules, procedures, regulations, post orders and formal written materials
111.	Read the daily journal of log
112.	Read doctor's orders, charts, prescription labels, etc.
113.	Chart patient medical activity
114.	Observe subtle topical symptoms, e.g., skin discolorations, rashes, etc.
115.	Identify medications and doses
116.	Communicate effectively with custody, medical staff and inmates
117.	Communicate with staff via radio
118.	Monitor conversations between inmates
119.	Maintain awareness of surroundings
120.	Listen for and respond to alarms, shots fired, and/or disturbances
121.	Listen for unusual sounds that may indicate illegal activity or disturbances
122.	Detect arguments and other potentially violent situations
123.	Prepare correspondence, inter-departmental memos and other administrative paperwork
124.	Review inmate medical and central files, e.g., case reports, history, etc.
125.	Write a report containing short paragraphs
126.	Write a report documenting a sequence of events
127.	Write evidence reports
128.	Write special incident reports
129.	Write administrative and serious behavior reports
130.	Record inmate work times
131.	Prepare inmate worker progress or performance reports

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132.	Instruct/train inmates in the safe use of tools and equipment and in learning work-related skills
133.	Advise inmates on institutional regulations, services and/or sources of information
134.	Take inmate counts
135.	Prepare count slips
136.	Call in and clear count with control
137.	Brief oncoming shift for information exchange
138.	Record relevant activities and incidents occurring during the shift in a daily journal or log
139.	Document patient activity in medical files
140.	Prepare staff and inmate injury reports
141.	Prepare routine and emergency transportation paperwork
142.	Prepare contract specifications for work completed by outside entities
143.	Maintain inventory of equipment
144.	Complete requisition/order forms for supplies, repairs or work requests
145.	Issue, inventory or receive supplies and/or equipment
146.	Accurately identify and treat on an emergency basis various wounds, i.e., puncture, bullet, crush, etc.
147.	Schedule appointments for contracted community facilities
148.	Coordinate transportation teams
149.	Attend nursing staff and/or special committee and task force meetings
150.	Act as medical staff liaison for transportation teams